Work toward greatness.

TUTORIAL

FEEDBACK

This tutorial will show you how to place and receive feedback.

http://www.help.pace.edu PLV: 914 773 3338 NYC: 212 346 1583

1. Go to the page where you wish to place feedback and scroll to the bottom. Click the **Place Feedback** button.

Place feedback 🕨 Report objectionable material 📑 Print 🕉 Add page to watchlist 🕕	comments				Feedback
		Print 🛛 👸 Add page to watchlist 🤇	Print	Report objectionable material	Place feedback

2. A text box will appear where you can type your comments. Click the **Place Feedback** button underneath the text box to place your comment.

Feedback	0 comments
Place feedb	ack 🖙 Report objectionable material 📑 Print 🕉 Add page to watchlist 🚳
Message	B I U ABC A · ♥ · E E E E - ♥ ♥ ♥ ∞ ※ ∞ ∞ mm □ ♥ № E E E ♥ □ E B [*] B _* → M M [*] ♥ □ E X I E I E I
Make public Attach file	Path: p Choose File No file chosen Place feedback Cancel

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3. To receive feedback, make sure your pages are set to allow comments. To check, go to **My ePortfolio**.

PACE UNIV	Megan Burke: My ePortfolio Cfolio /ERSITY	Content Groups Logout	
		Megan Burk	e
A. Introduction	B. Professional Preparation/Resumé	C. KPMG Audit Internship Experience	D. KPMG Dis
by Megan Burke This page describes wh	o I am as a person.	Welcome to my ePortfolio	
· · · · · · · · · · · · · · · · · · ·		Hello, my name is Megan Burke and I Pace University. If you take the time I awards, and how I am involved in sch doing everything I can to reach that go	am an aspirir to scroll throug ool. I would lo oal. Feel free

4. Then click **Shared by me**.

Dashboard	My ePortfolio	Content 0	Groups	Administration
Pages Collect	ions Shared by me	Shared with r	ne Export	t Import
Pages				
Search:		Title, descriptio	on, tags 💌	Search
Dashboard	page			
Your dashboar	d page is what you see	on the homepage	e when you fir	st log in. Only you have access to it.
Profile page Your profile page	e ge is what others see w	hen they click on y	your name or	profile picture.
Academic N	laterials			
Co-curricula	ar /Extracurricular	Activities		
Copy of Ten	ure and Promotion	n (TAP) eDossi	er TEMPLA	ATE

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5. Click the Edit Access button next to the page where you wish to receive feedback.

Dashboard My ePortfolio Content Grou	ps		
Pages Collections Shared by me Shared with me	Export Import		
Share			
Collections	Access list	Edit access	Secret URLs
General Portfolio	Public, Logged-in users, Friends	a	1 👼
Pages			
Copy of Academic Materials		00	6
Copy of Academic Materials (1)		95	6
Copy of Co-curricular /Extracurricular Activities		0.	6
Copy of Resumé		00	6
Copy of Showcase		05	6
Copy of The Amanda Show		0,	6
Copy of Travel / Future Plans		05	6
Profile page	Pace, Public, Logged-in users	96	6

6. Click Advanced Options.

Share with
Public
Logged-in users
Friends
Share with my institutions
Pace
Share with my groups
All my groups
2013 Industry Theory and Pr
Art of Film- Fall 2011
ENG 201-Spring 2012 (20819)
Setters Leadership Program
SLP Cohort #2
SLP Mentees
Share with users
— > Share with other users and groups —
> Advanced options
Save Cancel

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914 773-3664 (Office)

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7. Check Allow Comments.

Allow comments vill be allowed to leave comments.	
Moderate comments	
Comments will remain private until they are approved	by you.
Allow copying	
Check this box if you would like the people who can a	see your selected pages / collections to be able to make their own copies of them, along with any files and folders they contain.
Overriding start/stop dates If you want, you can set an overriding start and/or sb	op date. Other people will not be able to see your page before the start date and after the end date regardless of any other access you have a
Access start date/time	1 1 1
Use the format YYYY/MM/DD HH:MM	
Access end date/time	

8. Click Save.



